

Jimmy Carter Library Research Services Visitor Information: COVID Safety Measures

Research services will look different from the services provided prior to COVID-19. Research visits are by appointment only and require a virtual consultation prior to the onsite visit. Containers of records will be pulled in advance prior to your visit. In addition, we have implemented a number of measures to ensure the safety of our researchers and staff:

- **Vaccination Status:** Researchers and other public visitors will be asked to provide information on [vaccination status](#) and unvaccinated persons will be asked to provide a negative COVID test result obtained within the past three days in relation to their appointment date. Providing vaccination status information is voluntary for researchers. However, if the researcher fails to provide this information, they will be treated as not fully vaccinated for purposes of our staff implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine. If providing vaccination status, please bring a completed form with you to your appointment or one can be made available for you.
- **Face Coverings and PPE:** Requirements will be aligned with CDC transmission levels.

CDC High Transmission:	CDC Substantial Transmission:	CDC Moderate Transmission:	CDC Low Transmission:
Face coverings required for all employees, contractors, and visitors at all times, except when alone in an enclosed office, alone in stack space, or for brief periods when eating or drinking alone.		Face coverings required at all times for employees, contractors, and visitors <i>who are not fully vaccinated</i> , except when alone in an enclosed office, alone in stack space, or for brief periods when eating or drinking alone.	

- **Physical Distancing:** Follow physical-distancing practices. Work spaces in research areas have been modified to promote physical distancing. Modifications might include:
 - Signage to direct traffic and denote restrooms for researchers.
 - Removal/rearrangement of selected tables and chairs. At arrival, an assigned table for use in the Research Room will be provided to the Researcher.
 - Water fountains will not be available for drinking. Water fountains will be available to refill bottles, but not for drinking directly. Researchers are permitted to keep a sealed water bottle in their locker.
 - On-site dining services might not be available and are subject to change, so please plan accordingly. Researchers are permitted to keep sealable food items and snacks in their locker and these can be consumed in the research lobby or at outdoor seating. No food or drinks are permitted into the Research Room itself.
- **Cleaning and Sanitizing:** NARA follows CDC cleaning guidance. In addition, researchers will contribute to sanitizing procedures by cleaning their assigned tables and equipment before and after their research. Cleaning wipes will be made available. Researchers should wash their hands thoroughly before entering and after exiting research rooms and regularly throughout their visit to the facility. Hand sanitizer will be readily available outside of the research rooms. Additionally, researchers will be encouraged to limit the number of personal items they bring.

Jimmy Carter Library Research Services Visitor Information: COVID Safety Measures

- **Records Availability:** Please be advised that if records are in use by another researcher, that will impact our ability to make them available to you within your appointment window. We will try to avoid this potential overlap to the extent possible but it is always a possibility.
- **Limited Research Room Services:** Paper for taking notes can be provided on a limited basis. Researchers are encouraged to take notes using their phone, tablet, laptop, or other device. They are also encouraged to consult the [National Archives Catalog](#) online and digital copies of our [finding aids](#). Use of public access computers is not permitted. Researchers may bring their equipment (on the approved NARA [list](#)) to copy materials. Use of the copier and/or paper-based finding aids might be restricted, dependent on local conditions and/or requirements.
- **Contact Tracing:** If a researcher or NARA employee experiences COVID-19 symptoms while in a NARA research room or later reports symptoms, a diagnosis, or a close contact with a person who tested positive for COVID-19, NARA will use contact information collected during the researcher registration process to notify other researchers of a potential exposure.
- **Facility Notice:** The National Archives and Records Administration, of which the Jimmy Carter Presidential Library is a part, continues to prioritize the health and safety of its employees, contractors, and visitors. Please be advised that, should local public health conditions deteriorate below acceptable levels, the facility may need to be closed in response to such conditions or discontinue expansion of appointment slots, resulting in appointment cancellation. These possibilities should be taken into consideration when planning your visit. Should such an event occur, you will receive advance notice to the extent possible.
- **COVID-19 Self-Assessment:** Those who are sick or do not feel well prior to their arrival to the facility should not come to their appointment. Stay home and seek medical attention as appropriate. All researchers should self-assess via the following questions prior to their arrival.
 1. Have you experienced any symptoms of COVID-19 in the past 48 hours? Do not include symptoms that are explained by something other than respiratory illness (e.g. allergies, asthma, an illness that has been diagnosed as something other than COVID-19, routine aches, pain, or headaches that you normally experience).
 2. Have you been diagnosed with COVID-19 (with or without symptoms), are you currently waiting on the results of a COVID-19 test due to an exposure or symptoms, or has a health care provider advised you to stay at home or otherwise self-isolate?
 3. Are you a person who is not fully vaccinated, who has been in close physical contact (within 6 feet for longer than 15 minutes) with a person who has been diagnosed with COVID-19 in the past 14 days?
 4. Are you a person who is not fully vaccinated, who has traveled out of the State or region, or out of the country in the past 10 days (with no COVID test) or in the past 7 days (if you have been tested since returning)?

If you answer “Yes” to any of these questions, do not come to your research appointment and please seek medical attention.